

WBR 1452.215-81 General Proposal Instructions.

As prescribed in WBR 1415.406-5(a)(2), insert a provision substantially the same as the following:

GENERAL PROPOSAL INSTRUCTIONS --BUREAU OF RECLAMATION (JUL 1993)

In addition to the requirements of the Preparation of Offers provision of this solicitation, each offeror shall submit a proposal in accordance with the instructions contained in this provision.

(a) *General contents.* Each proposal shall:

- (1) Be specific and complete in every detail;
- (2) Conform to all solicitation provisions, clauses, or other requirements;
- (3) Be logically assembled, practical, legible, clear, concise, coherent; and indexed (cross-indexed, where appropriate); and
- (4) Contain appropriately numbered pages of each volume or part.

(b) *Arrangement of Proposal.* The proposal shall consist of three (3) [*Insert other number, if appropriate*] physically separated volumes, individually entitled as stated below. The required number of copies for each volume are shown below:

Volume, Title, Copies Required

[*insert number required per volume*]

I, Representations, Certifications, and Other Statements of Offerors.

II, Technical Proposal

III, Pricing Proposal

(c) *Separation of volumes.* All copies of each proposal volume (i.e., all copies of Volume I) are to be packaged individually and clearly marked to identify contents. The exterior of each package containing proposals shall be marked with the solicitation number, and the time and date for submission of proposals, in order to prevent mishandling.

(d) *Representations, certifications, and other offeror statements (Volume I).* Volume I shall incorporate the other Volumes by reference, but shall not physically include them. It shall consist of:

- (1) A fully executed Solicitation, Offer, and Award form required by Part I, Section A of this solicitation. It shall be used as the cover sheet (or first page) of each copy of Volume I;
- (2) Fully executed and completed offeror representations, certifications, and acknowledgments required by Part IV, Section K of this solicitation;
- (3) Additional information required by the solicitation to be furnished by the offeror which is not required to be obtained in another volume of the proposal;
- (4) Make or Buy Program (if applicable);
- (5) Requests for any waivers of any solicitation provisions or contract clauses; and
- (6) A summary of any exemptions from, or deviations to, any other solicitation requirements.

(e) *Technical Proposal (Volume II)* [*insert any specific requirements and/or reference the requirements contained in the Technical Proposal Instructions -- Bureau of Reclamation provision of the solicitation, Part IV, Section L*].

(f) *Pricing Proposal (Volume III).* [*insert any specific requirements and/or reference the requirements contained in the Pricing Proposal Instructions -- Bureau of Reclamation provision of the solicitation, Part IV, Section L*] Offerors are hereby notified that even if certified cost or pricing data are not initially requested in this solicitation, the Contracting Officer reserves the right to request such data if they are later found necessary pursuant to FAR 15.804-6(a)(1).

() [*Insert requirements pertaining to additional proposal volumes required, e.g., qualification requirements, business management or any additional requested proposal information pertaining to the specific acquisition*].

(End of provision)

Alternate I (MAR 1993). As prescribed in WBR 1415.406-5(a)(2) add the following additional paragraph () to the clause when alternate proposals are solicited:

() *Alternate proposals.* An offeror may submit an alternate proposal to accomplish any aspect of the work statement of this solicitation in a manner that it believes would be a beneficial improvement to the Government. The Government may consider an alternate proposal if it is accompanied by a basic proposal prepared in accordance with instructions contained in this solicitation. The offeror shall provide supporting rationale describing why and how the proposed alternate approach will satisfy the requirements of the work statement and any suggested deletions, alterations, and/or additions to the work statement or other requirements of this solicitation. The alternate proposal must be complete by itself, addressed in separate sections of the technical and pricing proposals, and comply with all other proposal instructions of this solicitation. Alternate proposals will be evaluated in accordance with the [Insert "*Evaluation Factors for Award provision of this solicitation*" or reference location of other factors if specifically developed for use in evaluating alternate proposals].